

Boldmere Infant and Nursery School

Lunchtime Playleader – Job Description

Job Title:	Lunchtime Playleader
Grade:	GR2 SCP 3 - £24027 – £25992 pro rata (£12.62 p/hr)
Hours:	1 hour 10 minutes per day-flexible as needed (5.83 hours/week)
Responsible to:	Learning Mentor/Head of School

1. Job Purpose

As part of a team assisting the Learning Mentor/Head of School in securing the safety and welfare of children during the lunchtime break.

2. Duties and Responsibilities

- Supervision of children in the dining hall and playground including:
 - ensuring children wash hands prior to entering the dining room;
 - organising dinner queue and entrance of children into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere;
 - encouraging children to eat (including those with packed lunches) especially those with special needs or disabilities
 - being aware of children on special or restricted diets for medical reasons from information provided at the school. Assisting children with cutting up food, pouring drinks where necessary;
 - encouraging social skills and good table manners; ensuring children tidy/clear up in a satisfactory manner;
 - clearing up spilt food
 - observing first aid procedures, administering first aid treatment for minor injuries where appropriate. Trained first aiders will also be expected to implement these skills as and when required;
 - sharing responsibility with other Lunchtime Playleaders and/or teacher for the creation of a positive atmosphere in the dining hall
 - liaise closely with class teachers at start and end of session
 - follow school's behaviour policy when dealing with issues during lunchtime
 - assist with cleaning the dining hall at the end of lunchtime
- Supervision of children in the playground and in school including:
 - where appropriate, collecting children from classrooms if going straight into the playground, ensuring they are adequately dressed for the weather;
 - directing children to the playground and supervising their activities and play, ensuring their safety and well-being, providing emotional support where necessary;
 - checking toilet areas regularly, report any damages/blockages to office staff
 - encouraging children to develop social skills and extend friendships;
 - organising games and encouraging play;
 - supervising children inside school when they are not allowed outside in bad weather.
- Safeguarding
 - to be aware of safeguarding issues and to report any child protection issues to the assistant Headteacher/ Head of School
 - to be aware of relevant health and safety issues
 - to undertake appropriate professional development including adhering to the principle of performance management;
 - to support the ethos of the school:
 - to set an example of personal integrity and professionalism
 - any other duties as commensurate within the grade in order to ensure the smooth running of the school.